

City of Cottonwood Public Works
1490 W. Mingus Ave.
Cottonwood, AZ 86326
Phone: 928 634-8033
FAX: 928 634-7285

City Permit Number

Date Issued

Amount Paid

**APPLICATION FOR PERMIT TO USE CITY OF COTTONWOOD RIGHT-OF-WAY
AS PER ORDINANCE NO. 393**

The undersigned herewith makes application for a permit to enter in upon and use a portion of the public right-of-way of the City of Cottonwood for the purpose of:

Please attach a plan or sketch of the work.

Location of work: _____

Construction Anticipated to Begin: _____ End: _____

Date of Application: _____

Name of Permittee: _____

Mailing Address: _____

Phone: _____ 24-hour contact number: _____

Contractor: _____ LIC #: _____

By signing below, the Permittee hereby agrees to complete the described construction and repairs in the right-of-way within the time specified in this permit and in accordance with all conditions set forth in this permit. The Permittee further acknowledges that he will be responsible for all costs and expenses should the City make any repairs that, in the sole discretion of the Public Works Director, are reasonably necessary if the work is not in substantial compliance with the completion time specified herein and/or is not in substantial compliance with all conditions set forth in this permit, or if the work has been negligently or poorly performed, after the City has given due written notice of non-compliance and allowed a reasonable period of time to correct negligent or poor performance. The Permittee assumes all responsibility for construction within the right-of-way, and agrees that Permittee should hold harmless and indemnify the City of Cottonwood for any liability therefore, including all costs whatsoever and attorney fees.

Permittee's Signature: _____

SECTION A
PERMIT SPECIFIC REQUIREMENTS

TO BE COMPLETED BY CITY PERSONNEL:

This Permit is approved with the following requirements:

Attachments (check) :

_____	Exhibit A	As-Built Standards
_____	Exhibit B	Sewer Tap Installation Requirements
_____	Exhibit C	Roadway Trenching/Replacement Standards
_____	Exhibit D	Material Testing Standards – Ordinance 362, Section 15.52.040
_____	Other	_____

Permit Number: _____ Effective Date of Permit: _____

Issued by: _____ Permit Expiration Date: _____

SECTION B
GENERAL CONDITIONS

A permit is required for all construction work in the public rights-of-way including excavations, pavement cuts, grading, and alterations to sidewalks, driveways and drainage structures. Rights-of-way are defined as thoroughfares dedicated to the public that include surfaced and non-surfaced streets and alleys used for vehicular and non-vehicular traffic. The following may be located in rights-of-way: sidewalks, curbs, streets, bicycle paths, utilities, signing and drainage structures.

FOR AND IN CONSIDERATION of granting a permit for the purpose set forth herein, the Permittee hereby agrees, covenants, and binds said Permittee as follows:

1. The Permittee shall have proper license per State Registrar of Contractors for the work contemplated.
2. That the Permittee assumes the responsibility and all liability for any injury or damage to said right-of-way, or to any person while using said right-of-way in a lawful manner, caused by or arising out of the exercise of the permit.
3. That all work shall be at the sole cost and expense of the Permittee and shall be done at such time and in such manner as to minimize the inconvenience to the traveling public. Work shall be finished in the time specified on permit.
4. The Permittee shall notify the City of Cottonwood Public Works at least 24 hours prior to the start of the work.
5. That if the title and possession of any property upon the public right-of-way by the Permittee remains in said Permittee, the Permittee shall and will promptly perform all necessary repair work upon written notice from the City and will not permit or allow any condition to exist which would be a hazard or source of danger to the traveling public.
6. Proof of liability insurance, held by the Permittee, must be attached to this application. Minimum coverage is one million dollars (\$1,000,000).

7. If at any time hereafter the public right-of-way, or any portion thereof, occupied and used by the Permittee may be needed or required by the City for public right-of-way purposes, any permit granted in pursuance of the application may be revoked by the City and all rights thereunder terminated, and upon sufficient notice, the Permittee shall and will remove, relocate, or abandon all property belonging to said Permittee, provided such abandonment of property is agreeable to the City.
8. That in the event the work to be done under the authority of the permit necessitates the creation of any hazard or source of danger to any person or vehicle using said right-of-way, said Permittee shall and will provide and maintain at all times during the existence of said hazard, sufficient temporary signing and barricades per the Manual on Uniform Traffic Control Devices (MUTCD), Part VI, latest revision thereto. **Work on collector and arterial streets will require a traffic control plan be submitted with the permit application.**
9. Time Schedule --
 - A. Permit shall be in effect for 30 days from the date issued unless otherwise specified.
 - B. Construction time for any single location shall as expedient as possible to minimize the disruption to traffic.
 - C. On large construction projects, the permit shall be in effect for the life of the contract as specified on the permit.
 - D. The City may dictate start and stop times of the work as deemed in the best interest of the traveling public.
10. The fee for a right-of-way shall be \$40.00.
11. Work shall be inspected and approved by the City Public Works Inspector or his representative within a reasonable timeframe if the notification procedures required in Section B, Paragraph 4 are complied with. **Work that does not comply with the standards referenced herein will be rejected. The cost of all rework will be at the sole expense of the contractor.**
12. The Permittee shall replace all signs moved or damaged during construction.
13. Only rubber tired equipment shall be used on pavement, except crawler equipment using street pads.
14. During the course of work, the Permittee shall maintain the work area in a clean and orderly condition. Excess excavation, debris, etc, will not be permitted to accumulate on the street or shoulders. Work shall progress in such a manner that no unacceptable conditions such as soft trenches, drop-offs, excessive mud, and fugitive dust exist. Upon completion of installation, the Permittee shall clean the pavement surface, pull and dress shoulders, and otherwise restore the entire work area covered by the permit to a condition being equal to or better than the condition prior to the work.
15. Failure to follow the conditions of this permit or violations of Ordinance 393 may result in the following penalties:
 - A. Any person found guilty of violating any provision of Ordinance 393 shall be guilty of a Class 1 misdemeanor and, upon conviction thereof, shall be punished by fine not to exceed two thousand five hundred dollars or imprisonment for a period not to exceed six months, or by both such fine and imprisonment. Each day that a violation continues shall be a separate offense punishable as above described.
 - B. By written notice, the Public Works Director or his representative may revoke a permit if the progress of the work is such that it will not be substantially complete in the time specified herein, the work is unauthorized or defective, or there is danger to the public health or any hazard or source of danger to any person or vehicle using said right-of-way. Re-application for a revoked permit shall be at double the normal permit fee.
 - C. The permit cost for those failing to obtain a permit prior to starting the work shall be double the normal fee.

Exhibit A

As-Built Requirements

1. As-built plans shall relate the “as constructed” line and grade of the public infrastructure. As-built plans shall be produced from the approved construction plans. Changes in line and grade shall be noted by cross-hatching out the design information and noting the as-built condition.
2. As-built plans shall be submitted on mylar. Each sheet shall be cleanly marked as “as-built” with the signature and date of the registered engineer or surveyor who prepared the drawing.
3. Sewer as-built drawings shall include actual manhole inverts, slopes and changes in horizontal location. All taps shall be stationed from the next **downstream** manhole.

Exhibit B

Sewer Tap Installation Requirements

The following requirements are stipulated by Federal, State and local law and Cottonwood Public Works Standards:

1. When street cuts for taps involve pavement removal and replacement, a General Engineering A license contractor is required.
2. Tap installation must be scheduled through the Public Works Department, 634-8033, a minimum of 48 hours in advance.
3. Per Ordinance 246, only City forces can cut the sewer main to install a service saddle. The following fees, over and above the \$40.00 right-of-way permit fee, shall apply to cover the tap installation:

4"	\$95.00
6"	\$105.00

For large quantities of sewer taps to existing mains, the Public Works Director may approve of a contractor cutting and tapping the sewer main and waive the tap installation fee.

4. The contractor is responsible to excavate the sewer line for tapping. Contractor shall replace the street or alley to City standards.
5. The contractor is responsible for proper shoring of the excavation per OSHA Subpart P. The wastewater staff will refuse to enter improperly shored excavations.
6. Sewer laterals (services) in the right-of-way shall be a minimum of 5 feet deep at the property line and pass below existing utilities if conflicts arise.
7. Sewer line and taps shall be shaded a minimum of 12" in all directions with an approved material such as pee gravel, sand, or ABC prior to backfilling trench.
8. The approved materials for laterals in the right-of-way are: ductile iron, vitrified clay or SDR 21 PVC (Ord. 371).

Exhibit C

Roadway Trenching/Replacement Standards

All work shall be performed in accordance with the latest update of the Uniform Standard Specifications for Public Works Construction as sponsored and distributed by the Maricopa Association of Governments (MAG Specs).

Trench excavation, backfilling and compaction shall be in accordance with Sections 601.1 to Section 601.4.6

Pavement Replacement And Surface Restoration Requirements

All pavement replacement shall require a slurry backfill and two-inch minimum asphalt concrete pavement patch as shown on the detail. "T" Top replacement shall be required for all transverse trenches.

1. GRADING: The Permittee shall do such grading in the area adjacent to backfilled trenches and structures as may be necessary to leave the area in a neat and satisfactory condition approved by City.
2. RESTORING SURFACE: All streets, alleys, shoulders, driveways, sidewalks, curbs, or other surfaces, in which the surface is broken into or damaged by the installation of new work, shall be replaced in kind or as specified by the City.
3. SLURRY BACKFILL: The slurry backfill of the trench shall be composed of a one-sack cement mix with pea gravel and sand over the shaded utility, or as otherwise directed by the utility owner.
4. ASPHALT CONCRETE: The asphalt concrete patch shall be a mixture of asphalt concrete and mineral aggregates as required in Section 710 of the MAG standards or as approved by the City.
5. CLEANUP: The job site shall be left in a neat and acceptable condition. Excess soil, concrete, etc., shall be removed from the premises.

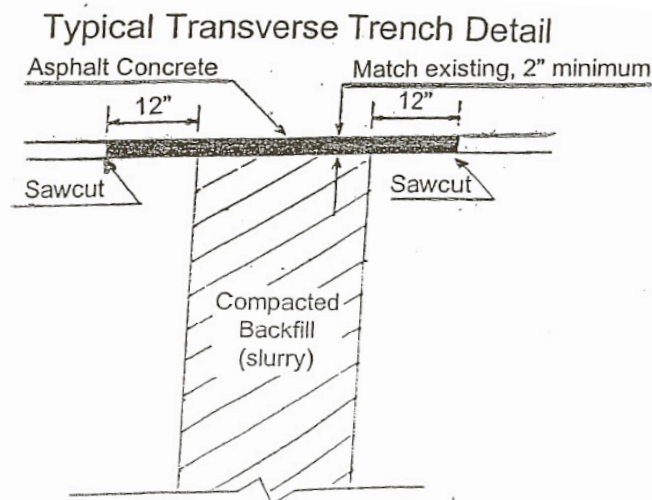


Exhibit D

Material Testing Standards – Ordinance 362, Section 15.52.040

Section 15.52.040 Material Testing. The materials testing requirements shown below are for public improvements only; the City Public Works Inspector shall select testing locations and may increase or decrease the frequency of the tests. Cost of materials testing shall be the responsibility of the property developer and not the City of Cottonwood. A third party testing laboratory, agreed to be the Public Works Director, shall be used for all material testing.

Testing Frequency

Concrete	1 set of 4 cylinders per 50 CY
Embankment	1 density test per 500 LF per lift
Subgrade	1 density test per 500 LF
Base Course	1 density test per 500 LF; one gradation check
Asphalt	1 density per 500 LF in each lane; 1 extraction per paving day; 1 gradation check per paving day. For asphalt quantities less than 250 T, the extraction and gradation is waived.
Trench Backfill	For MAG 601, Type I backfill, Density test at spring line, 1' above pipe and 2' depth above pipe for each 500 feet of pipe. Testing is required for public sewer and utilities within 10 feet of a public street.
Sewer	Testing per MAG, Section 615. Video inspection of all public sanitary sewer is required.